



AYLSHAM TOWN COUNCIL

# Budget

# 2019-2020

Please find in the following pages the budget for 2019/20. This has been prepared in the format agreed by the Town Council following the recommendations of the Task and Finish Group which were adopted by the Town Council in September 2017.

These papers are in the same format as last year which proved to be readily understandable. As mentioned before the full figures are available, either electronically or hard copy, on request.

If anyone has any questions on either the format or the figures please contact me.

*The deficit of expenditure over income is balanced by the public via the precept which is collected on the Town Councils behalf by Broadland District Council through the Council Tax. For the financial year 2019/20 the precept is 412,950 and the cost of this to the average Band D property will be £155.24\*, a decrease of 2.86% on the previous year*

**Town Clerk &**

**Responsible Finance Officer**

## Aylsham Town Council

### Budget 2019/20

#### Summary Income and Expenditure Budget

	<b>2017/18 Actual</b>	<b>2018/19 Budget</b>	<b>2018/19 Estimated</b>	<b>2019/20 Budget</b>
<b>General Purposes</b>				
Expenditure	126,165	116,295	113,446	106,456
Income	25,105	3,575	18,766	3,200
<b>Town Hall</b>				
Expenditure	91,372	62,992	65,519	68,979
Income	17,274	16,350	17,376	16,700
<b>Drill Hall</b>				
Expenditure	232,383	57,678	60,796	<b>63,368</b>
Income	267,889	15,300	27,324	<b>25,500</b>
<b>Other Properties</b>				
Expenditure	32,595	25,230	27,394	<b>24,582</b>
Income	7,143	12,020	10,146	<b>12,300</b>
<b>Cemetery</b>				
Expenditure	18,477	23,686	17,990	<b>21,258</b>
Income	10,815	6,750	6,580	<b>6,500</b>
<b>Allotments</b>				
Expenditure	19,485	18,970	31,113	<b>23,784</b>
Income	4,570	3,500	9,301	<b>4,500</b>
<b>Open Spaces</b>				
Expenditure	148,480	131,214	160,294	<b>153,363</b>
Income	86,879	11,430	29,408	<b>25,460</b>
<b>Street Scene</b>				
Expenditure	47,613	43,200	67,673	<b>45,350</b>
Income	-	-	20,014	-
<b>Totals</b>				
Expenditure	716,570	479,265	544,225	<b>507,140</b>
Income	419,675	68,925	138,915	<b>94,160</b>
Precept	409,990	410,100	410,100	<b>412,950</b>
Surplus/(Shortfall)	113,095	(240)	4,790	<b>30</b>

## Earmarked Reserves as at 30.9.18

Allotments	£3,400.00
Bottle Bank	£4,450.00
Cemetery	£20,700.00
Christmas Decorations	£0
Churchyard	£14,400.00
Cittàslow	£1,200.00
Community Events	£9,600.00
Drill Hall	£76,800.00
Election	£1,500.00
Highway Verges	£4,500.00
New Homes Bonus/CIL	£29,000.00
Open Spaces	£87,600.00
Properties	£6,100.00
Public Toilets	£5,700.00
Recreation Ground	£12,523.00
Street Furniture	£17,700.00
Town Hall	£29,500.00
<b>TOTALS:</b>	<b>£324,673.00</b>

General reserves at 31.3.18 stood at just over £280,000

A further sum of £25,000 will be placed in an earmarked reserve for the Recreation Ground

## **General Purposes including administration**

The Councils administrative work is carried out by the Town Clerk who is employed full-time, the Finance Office who is employed for 25 hours per week and an administrator who is employed 25 hours per week. The Council office is situated on the first floor of the Town Hall and is open to the public Monday – Thursday – 9.30am-3pm and Friday 9.30am-12.30pm.

The office deals with telephone enquiries, e-mail enquiries and personal visits. The scope and depth of the enquiries varies considerably and does not always relate solely to the activities of the Town Council but also many enquiries are received regarding functions administered by both Norfolk County Council and Broadland District Council. Wherever possible we try and assist with these enquiries be it contacting officers on their behalf or merely providing contact details to those members happy to progress the issue themselves.

The administration deals with the website and social media outlets currently Facebook and Twitter.

All planning applications are received in the office and details circulated to councillors and also placed on the website. As we still receive paper plans, although this is scheduled to change in January 2019, and we have noticed a reduction in visitors wishing to view plans. The Town Council produced a Business Plan in 2016 and are currently awaiting confirmation on a Neighbourhood Plan.

The Town Council acknowledge the hard work of a small committee and numerous volunteers who spend all year working on the funding, placing and removal of the Christmas Lights throughout the town. These receive numerous compliments and really make the town stand out from neighbouring towns.

The Town Council are always willing to consider helping charitable or non-profit making associations in the town and commit the net funds raised from recycling specifically for this purpose.

### **Our service objectives in providing the service**

- To ensure the effective management of the Town Council and that it implements and adheres to its policies and legal obligations to provide the best and most efficient use of its resources
- To provide the necessary administrative services to ensure the wishes of the corporate body are carried out
- To deal with all enquiries, from whatever source, as promptly and courteously as possible
- To ensure that all staff working for the Town Council are suitable trained in the tasks they are expected to perform and understand the policies of the council as a whole

- To maintain accurate records and legal documentation and be able to provide these on request
- To provide the Council with accurate and detailed information on which decisions are to be made and to implement those decisions in the manner agreed by the council
- To manage the council's finances and records as required by law and provide detailed figures for both members and public when required

The Town Council consists of 13 members and meet every month. For many years this was in the Town Hall on the second Thursday (usually excluding August). However, following acquisition of the Drill Hall the council now hold meetings there on the third Wednesday. However, should interest demand meetings can still be held at the Town Hall if appropriate. The members set the general policy and the Town Clerk and other staff then implement this. All meetings are open to the public and include a designated time for members of the public to speak and ask questions.

Apart from the main council there are also four committees (Cittàslow and Events who meet monthly and Churchyard and Properties who meet as required).

The budget for the Town Council is prepared in the autumn with a final agreement in either December or January. The activities deficit of expenditure over income is balanced by the public via the precept which is collected on the Town Councils behalf by Broadland District Council through the Council Tax. For the financial year 2018/19 the precept was 410,100 and the cost of this to the average Band D property was 159.82 per year

**Earmarked Reserves for this Cost Centre are**

Bottle Bank	£4,450
Cittàslow	£1,200
Community Events	£9,600
Election	£1,500
New Homes Bonus/CIL	£29,000

## General Purposes

<b>Expenditure</b>	<b>2017/18 Actual</b>	<b>2018/19 Budget</b>	<b>2018/19 Totals</b>	<b>2019/20 Budget</b>
Archives	294	800	1,273	150
Audit Fees	2,220	2,600	2,010	2,400
Bottle Bank	579	-	2,166	-
Christmas Lights Costs	58	550	300	400
Christmas Lights Infrastructure	4,332	1,000	1,000	1,250
CIL/New Homes Bonus	7,395	-	2,000	-
Community Events/Cittaslow	7,982	1,000	10,725	1,000
Donations	3,150	1,700	1,350	1,750
Election Costs	-	50	50	1,500
General Reserve	778	15,000	-	-
Insurance	8,131	9,000	8,050	8,200
Legal Expenses	9,416	2,000	1,047	2,000
Marquee	-	-	-	-
Members Conferences	344	1,000	75	1,000
Neighbourhood Plan	5,360	2,000	3,060	1,000
Office Costs	8,429	10,218	10,517	10,300
Other Costs	1,890	1,600	500	1,600
Public Works Loan Board	10,798	10,500	10,494	10,300
Staff Training	840	700	1,023	750
Staff Costs	48,763	51,262	52,279	52,156
Subscriptions	1,514	980	1,339	1,200
Van Costs	3,892	4,335	4,188	4,500
Equipment	-	-	-	5,000
<b>Totals</b>	<b>126,165</b>	<b>116,295</b>	<b>113,446</b>	<b>106,456</b>
<b>Income</b>	<b>2017/18 Actual</b>	<b>2018/19 Budget</b>	<b>2018/19 Totals</b>	<b>2019/20 Budget</b>
Archives	7	-	-	-
Cil/New Homes Bonus	5,540	-	2,300	0
Bank Interest	2,777	3,350	2,568	3,000
Community Events/Cittaslow	4,524	-	9,564	0
Christmas Lights	969	-	2,307	0
Neighbourhood Plan	8,480	-	0	0
Other Income	547	225	229	200
Recycling Credits	2,261	-	1,798	0
Total excluding Precept	25,105	3,575	18,766	3,200
<b>Precept</b>	<b>117,365</b>	<b>111,900</b>	<b>111,900</b>	<b>103,250</b>
<b>Totals</b>	<b>142,470</b>	<b>115,475</b>	<b>130,666</b>	<b>106,450</b>
Surplus/(shortfall)	16,305	(820)	17,220	(6)

This budget shows a reduction overall as no general provision has been made as it is considered the general reserve already held are sufficient. There has been a new budget heading added for equipment (£5000) and also additional election costs.

## Town Hall

Our service objectives in providing the service

- To provide a meeting space with good facilities at an affordable cost
- To preserve the integrity of a Grade 2 listed building whilst supplying the town with a focal point
- To provide an income source

Aylsham Town Hall is a Grade 2 listed building occupying a prominent site in the Market Place. It was built in the 1850's and has undergone various alterations over the years with the last major refurbishment in 2010. The hall consists of cellars which are used for storage. A ground floor with a large meeting hall, a smaller meeting room and toilets and kitchens. The first floor is in two parts. The west side houses the offices of the Town Council and the east side the Council Chamber and archives office.

In 2018/19 major refurbishment of the kitchen was completed providing a fully equipped kitchen meeting and, in some cases, exceeding current safety requirements. Further refurbishment is currently being planned.

The Town Hall is well used with many regular weekly/monthly bookings. Additional one-off bookings are growing including large events such as weddings. More use could be made of the hall as weekend bookings are not particular high.

### Aylsham Town Hall Hire Fees

Main Hall <b>including</b> Green Room	Morning	Afternoon	Evening
Commercial, Weddings, Dances, etc	100	70	100
Regular commercials - non-resident	90	63	90
Regular commercials - resident	80	56	80
Non profit making organisations	40	28	40

Main Hall <b>without</b> Green Room	Morning	Afternoon	Evening
Commercial, Weddings, Dances, etc	80	60	80
Regular commercials - non-resident	72	54	72
Regular commercials - resident	64	48	64
Non profit making organisations	32	24	32

Green Room or Council Chamber			
Standard Rate	£8 per hour		

**A further rate of £40 is charged for Children's Birthday parties (under 12's), christenings and wakes**

**The Town Council staff are currently working on prices for wedding packages and they will be brought to the Town Council for approval later in the year**

## Earmarked Reserves

The earmarked reserves for the Town Hall are ££29,500

### Town Hall

Expenditure	2017/18 Actual	2018/19 Budget	2018/19 Totals	2019/20 Budget
Rates	14,323	15,600	14,798	15,000
Utilities	6,160	7,200	4,872	6,000
Cleaning/Sanitary/Refuse	4,766	5,300	7,173	6,000
Hirings	132	0	0	0
Licensing	660	800	250	800
Pest Control	200	150	100	150
Refurbishment Reserve	45,618	5,000	5,000	0
Repairs/Maintenance/Surveys	2,028	10,835	5,160	20,000
Incidentals	0	0	90	100
Replacement Furniture	374	250	7,604	500
Staff Costs	17,111	17,857	20,472	20,429
<b>Totals</b>	<b>91,372</b>	<b>62,992</b>	<b>65,519</b>	<b>68,979</b>
Income	2017/18 Actual	2018/19 Budget	2018/19 Totals	2019/20 Budget
Repairs - General	1,232	0	0	0
Other Income	0	0	540	0
TH Storage Rents	977	900	1,169	1,000
Hirings	14,267	15,000	14,755	15,000
TH Cellar Rents	281	200	287	200
TH Curtains	500	250	625	500
Replacement Furniture	17	0	0	0
Total excl Precept	17,274	16,350	17,376	16,700
Precept - Town Hall	62,039	46,600	46,600	52,300
<b>Totals</b>	<b>79,313</b>	<b>62,950</b>	<b>63,976</b>	<b>69,000</b>
Surplus/(shortfall)	(12,059)	(42)	(1,543)	21

The main change in this budget is an extra £10,000 for refurbishment works already discussed. However, it is hoped to get a full lottery grant for this sum.



## **Drill Hall**

Our service objectives in providing the service

- To provide a meeting space with good facilities at an affordable cost
- To provide an income source

The Town Council purchased the Drill Hall from Norfolk County Council in 2017 following the removal of the long-standing tenant and the decision by the County Council that the building was no longer required by themselves.

The building consists of a main hall, boxing gym, storage facilities for user groups, kitchen/toilets, suite of office space and a meeting room.

The former suite of offices used by NPS have been rented on a medium-term agreement to a daycare facility.

Plans are also in hand for the refurbishment of the toilets and kitchen and upgrading of the meeting room. This is likely to take place during the summer of 19 and a reserve of 60,000 from the PWLB advance has been allocated.

Future projects would include looking at changing the suspended ceiling and a possible extension to the boxing gym.

The Town Council are grateful to Aylsham In Bloom for the work on the planting outside the hall.

Drill Hall Rental Charges - The Town Council inherited hiring charges from NPS and are will need to try and equate these without implementing excessive increases for existing users. This will be looked at once the refurbishments have been completed.

Current charges for new or one-off hirers is £8 per hour and £5 per hour for the Meeting Room if the Main Hall is being used by another group

## Earmarked Reserves

The earmarked reserves for the Drill Hall are £76,800

### Drill Hall

<b>Expenditure</b>	<b>2017/18 Actual</b>	<b>2018/19 Budget</b>	<b>2018/19 Totals</b>	<b>2019/20 Budget</b>
Purchase	195,336	0	0	0
PWLB	10,212	20,035	20,035	19,750
Rates	3,740	5,000	4,800	5,000
Utilities	4,242	3,750	6,473	7,000
Refuse Collection	481	600	1,396	1,500
Cleaning	2,473	5,500	1,880	2,000
National Trust Licence	0	50	50	50
Maintenance & Repairs	1,136	4,000	2,269	4,000
Incidentals	0	0	234	200
Refurbishment Reserve	0	0	711	0
Staff Costs	14,763	18,743	22,948	23,868
<b>Totals</b>	<b>232,383</b>	<b>57,678</b>	<b>60,796</b>	<b>63,368</b>
<b>Income</b>	<b>2017/18 Actual</b>	<b>2018/19 Budget</b>	<b>2018/19 Totals</b>	<b>2019/20 Budget</b>
Furniture Sale	0	0	40	0
PWLB	250,000	0	0	0
Repairs	262	0	0	0
Hirings	17,244	15,000	26,725	25,000
Storage	383	300	559	500
Income excl Precept	267,889	15,300	27,324	25,500
Precept - Drill Hall	40,505	42,400	42,400	37,850
<b>Totals</b>	<b>308,394</b>	<b>57,700</b>	<b>69,724</b>	<b>63,350</b>
Surplus/(shortfall)	76,011	22	8928	(18)

This budget shows a reduced precept request reflecting the greater use of the building. Although utilities and refuse are over budget this is more than matched by the over budget figure for hirings.

## Other Town Council Properties

Apart from the large public buildings of the Town Hall and Drill Hall the Town Council also owns other properties in the Town. These consist of the public toilets, 23 and 25 Market Place and Cemetery Cottage on Norwich Road. The council is also responsible for the pump on Cawston Road and the telephone box on Millgate.

Our service objectives in providing the service

- To provide toilets for public use open all days except through the Christmas period
- To be a responsible and responsive landlord

The public toilets were rebuilt in 2006 and are located down the loke next to the Town Hall. The toilets are cleaned daily and checked before being locked at night. The toilets are well used and it has become evident that an upgrade to the flushing mechanism is required and this was undertaken this financial year. The floor covering was renewed this year but it is thought this will not last as long as the initial flooring.

During the year one of the sun pipes was damaged and the particular model is no longer available but working with a local builder a solution was found. The expected life of the sun pipes is 10 years so further issues may arise soon.

The buildings in the Market Place are both currently leased with a long-term tenant at number 23 and a new tenant at number 25. With regard to 25 Market Place the Town Council owns the land not the building.

Cemetery Cottage has undergone substantial refurbishment this year.

The pump was re-thatched in 2014 and no further maintenance is planned.

The telephone box was purchased in 2017 through the BT Adopt-a-kiosk scheme. Plans are underway to clean and paint it and move it to the Market Place.

## Earmarked Reserves

The Earmarked reserves for this cost centre are

Properties	£6,100
Public Toilets	£5,700

## Other Properties

<b>Expenditure</b>	<b>2017/18 Actual</b>	<b>2018/19 Budget</b>	<b>2018/19 Totals</b>	<b>2019/20 Budget</b>
23 Market Place Maintenance/Inspections	76	-	200	500
23 Market Place Repairs	235	180	100	100
Cemetery Cottage Maintenance/Inspections	11,290	460	4,468	-
Cemetery Cottage Repairs	-	250	-	500
Cemetery Cottage Reserve	663	1,000	-	1,000
Cemetery Cottage Utilities	418	-	21	-
Toilets Cleaning Materials	239	600	505	600
Toilets Contract Cleaning	3,130	3,900	8,820	9,000
Toilets Electrical Inspection	76	150	140	150
Public Toilets Rates	2,854	3,100	2,940	3,100
Public Toilets Repairs	1,734	500	1,478	500
Toilets Sanitary Contract	2,760	2,200	2,402	2,500
Public Toilets Utilities	1,553	1,800	1,222	1,500
Public Toilets Incidentals	-	-	46	100
Staff Costs	7,567	11,090	5,052	5,032
<b>Totals</b>	<b>32,595</b>	<b>25,230</b>	<b>27,394</b>	<b>24,582</b>
<b>Income</b>	<b>2017/18 Actual</b>	<b>2018/19 Budget</b>	<b>2018/19 Totals</b>	<b>2019/20 Budget</b>
23 Market Place Insurance	219	220	411	500
23 Market Place Rent	5,000	5,000	5,000	5,000
Cottage Rent	1,924	6,750	4,635	6,750
Income – Lease	0	50	100	50
Total excl Precept	7,143	12,020	10,146	12,300
Precept	8,953	13,300	13,300	12,300
<b>Totals</b>	<b>16,096</b>	<b>25,320</b>	<b>23,446</b>	<b>24,600</b>
Surplus/(shortfall)	(16,499)	(-)	(3,948)	18

The figures for staffing and contract cleaning reflect the changes made during the year and overall have little or no effect on the budget. There is an overspend on Cemetery Cottage and it is proposed to take this from the general reserves rather than the earmarked reserves. The earmarked reserves for other properties is only £6,100 and it would not seem appropriate to reduce this.

## Cemetery

Our service objectives in providing the service

- To provide a well-maintained site whilst respecting the wishes of the families visiting the site

The Council owns the Cemetery on Norwich Road, which is open for both residents and non-residents. The cemetery is open to all faiths or those without faith having both consecrated and non-consecrated areas.

The cemetery is divided into four sections. The two front sections are where the established graves are situated and also Cemetery Cottage. The current burial ground is at the rear to the right and also includes a separate area for ashes interment. The remaining land is currently used as allotments.

The grass at the cemetery forms part of the grass cutting contract. Maintenance is performed by the facilities staff.

The major costs for the cemetery, excluding grass cutting, relate to tree management and the gravel driveway. This requires resurfacing on average every ten years.

The cemetery also includes a shelter which has been the subject of vandalism over recent years. It is currently still viable but is regularly inspected to ensure its safety.

There is currently no seating at the cemetery.

### **BURIAL FEES**

	<b>Current Non-Resident</b>	<b>Current Resident (50% Discount)</b>
Gravespace	<b>650.00</b>	<b>325.00</b>
Interment Fee	<b>650.00</b>	<b>325.00</b>
Subsequent Interments	<b>650.00</b>	<b>325.00</b>
Interment of Cremated Remains	<b>340.00</b>	<b>170.00</b>
New Memorials	<b>380.00</b>	<b>190.00</b>
Cremation Tablet	<b>180.00</b>	<b>90.00</b>
Vase	<b>180.00</b>	<b>90.00</b>
Additional Inscriptions	<b>80.00</b>	<b>40.00</b>
Searches in Records	<b>27.00</b>	<b>27.00</b>
Burials for under 18's	<b>No Charge</b>	<b>No Charge</b>

## Earmarked Reserves

The earmarked reserves for the Cemetery are £20,700

## Cemetery

<b>Expenditure</b>	<b>2017/18 Actual</b>	<b>2018/19 Budget</b>	<b>2018/19 Totals</b>	<b>2019/20 Budget</b>
Drive Maintenance	-	500	200	500
Grass Cutting	5,109	6,000	5,337	6,300
Grounds Maintenance	1,043	4,200	2,157	4,200
Rates	280	300	310	325
Repairs	90	500	593	500
Reserves	0	1,000	1,000	1,000
<b>Staff Costs</b>	<b>11,911</b>	<b>11,086</b>	<b>8,348</b>	<b>8,333</b>
Water	44	100	45	100
<b>Totals</b>	<b>18,477</b>	<b>23,686</b>	<b>17,990</b>	<b>21,258</b>
<b>Income</b>	<b>2017/18 Actual</b>	<b>2018/19 Budget</b>	<b>2018/19 Totals</b>	<b>2019/20 Budget</b>
Copping Stones	-	-	100	-
Interments	5,060	4,000	3,470	3,500
Memorials & Inscriptions	1,830	1,250	1,760	1,500
Reserved Space	3,925	1,500	1,250	1,500
Total excl Precept	10,815	6,750	6,580	6,500
<b>Precept – Cemetery</b>	<b>18,579</b>	<b>16,900</b>	<b>16,900</b>	<b>14,750</b>
<b>Totals</b>	<b>29,394</b>	<b>23,650</b>	<b>23,480</b>	<b>21,250</b>
Surplus/(shortfall)	10,917	(36)	5,490	(8)

A slight reduction in staff costs reflecting the extra work required at the allotments

## Allotments

Our service objectives in providing the service

- To provide allotments where a demand exists as required by statute
- To facilitate the management of the allotments to provide the best service to plot holders

Aylsham has four allotment sites

Cromer Road next to the Weavers Way on land rented from the National Trust

Bure Meadows next to the A140

Norwich Road next to the cemetery, these are classed as temporary allotments as the land will eventually be required as burial land. These are no longer available for new rentals but tenancies of existing tenants are not effected.

A fourth site at The Willows development on Cawston Road has just been acquired by the Town Council and will be laid out over the next couple months.

The total number of plots currently is 117 (32 Cromer Road, 43 Bure Meadows, 30 Woodgate and 12 Norwich Road). There are also 10 raised beds at Bure Meadows.

For many years the Council had a substantial waiting list but this has now been exhausted although plots are being let and there are only a handful of plots at The Willows still to be taken.

The current rent figures are shown below. The Council also takes a £50 deposit refundable if the allotment is returned in the same state as it was originally let. **However, this is not really enough if the plot is returned in a very overgrown state and it is suggested increasing this to £100 from April 1<sup>st</sup> 2019.** Allotment law requires the Council to give tenants 12 months' notice of any increase in rent. The rental year begins on October 1<sup>st</sup>.

The allotments are inspected four times a year in March, May, July and September. Allotment holders not deemed to be working their plot are given one warning and then their lease is terminated. Regular meetings with allotment holders are offered but not always taken up.

## Earmarked Reserves

The earmarked reserves for the Allotments are £3,400. This reflects the deposits held on behalf of tenants

**Charges for 2018/2019 - effective from 1st October 2018 - No change is suggested**

**Norwich Road**

Type	Size	Rental Fee
Small	up to 70sqm	13.75
Medium	71 - 119sqm	27.50
Large	over 120sqm	55.00

**Cromer Road**

Type	Size	Rental Fee
Small	up to 150sqm	15.00
Medium	151 - 249sqm	30.00
Large	over 250sqm	60.00

**Woodgate**

Type	Size	Rental Fee
Standard	up to 121sqm	45.00

**Bure Meadows**

Type	Size	Rental Fee
Standard	up to 121sqm	45.00

**Allotments**

Expenditure	2017/18 Actual	2018/19 Budget	2018/19 Totals	2019/20 Budget
Rent - National Trust	250	250	250	250
Refundable Deposits	100	0	900	0
Repairs/maintenance	1,305	1,000	7,865	1,500
Reserves	0	1,000.00	1000	1,000.00
Staff Costs	17,830	16,720	21,098	21,034
<b>Totals</b>	<b>19,485</b>	<b>18,970</b>	<b>31,113</b>	<b>23,784</b>
Income	2017/18 Actual	2018/19 Budget	2018/19 Totals	2019/20 Budget
Other Income	0	0	62	0
Rents Received	3,520	3,500	7,339	4,500
Refundable Deposits	1,050	0	1,900	0
Total excluding Precept	4,570	3,500	9,301	4,500
Precept-Allotments	18,656	15,500	15,500	19,300
<b>Totals</b>	<b>23,226</b>	<b>19,000</b>	<b>24,801</b>	<b>23,800</b>
Surplus/(shortfall)	3741	30	(6,312)	16

The Allotment budget reflects the costs and increased income having received the site at Woodgate. The allotments take more staff time than allotted last year so the staffing element has been increased to reflect this.



## Open Spaces

Our service objectives in providing the service

- To enable residents and visitors to be able to appreciate the many and varied informal open spaces in and around the town
- To maintain the open spaces to as high a standard as practicable
- To work in partnership with the Recreation Ground Committee to provide a well maintained, presented and equipped Recreation Ground

The green open spaces in Aylsham are maintained by the Town Council facilities staff, however the grass is currently cut by contractors. Tendering for the contract will take place in the autumn/winter of 2018/19.

There are a number of amenity areas throughout the town including three play areas and land at the staithe and old station. The Town Council is also responsible for the closed churchyard around St Michaels church and also the National Trust owned Market Place. The Town Council provides both administration and facility functions for the Recreation Ground Committee.

All areas are inspected on a regular basis with the play areas inspected at least weekly during the busy summer months.

## Earmarked Reserves

**The earmarked reserves for this Cost Centre are**

Open Spaces	£87,600
Highway Verges	£4,500
*Recreation Ground	£12,523
Churchyard	£14,400

**\*During discussions on the budget a further £25,000 has been earmarked for the Recreation Ground**

## Open Spaces

Expenditure	2017/18 Actual	2018/19 Budget	2018/19 Totals	2019/20 Budget
Market Place Rates	1,771	1,950	1,824	1,900
Market - Advertising	110	500	500	500
Market Place Sundries	60	150	130	150
Highway Verges	8,588	-	8,299	-
St Michaels Development	2,032	2,575	3,630	4,000
Staithe/Old Station Yard	721	1,400	768	1,000
Norfolk Homes	16,972	13,390	11,964	21,000
Tree Maintenance	-	3,000	4,280	5,000
Pump	-	200	-	-
Town Sign/Noticeboards	159	200	-	-
Other Green Areas	417	680	274	500
Churchyard Grounds	1,796	3,000	2,527	3,000
War Memorial	2,950	200	880	200
Clock - Church	250	250	-	250
Lychgate	-	200	-	200
Repairs	10,260	300	14,957	500
Wall and footpath maintenance	-	3,000	3,000	2,000
Staff Costs	45,204	42,954	49,996	50,313
Transfer of Reserves	9,000	-	-	-
Recreation Ground Grant	48,190	57,265	57,265	62,850
<b>Totals</b>	<b>148,480</b>	<b>131,214</b>	<b>160,294</b>	<b>153,363</b>
Income	2017/18 Actual	2018/19 Budget	2018/19 Totals	2019/20 Budget
Market Rents	9,342	9,030	6,848	5,000
Farmers Mkt - Rent	2,339	2,400	2,682	2,400
Market - Electrics	10	-	-	-
Highway Verges	8,766	-	8,878	-
Hopkins Homes	63,089	-	-	-
Norfolk Homes Phase 3	210	-	-	-
Recreation Ground Staff Costs	-	-	8,000	8,060
Tennis Court Maintenance	3,123	-	3,000	-
Transfer from Reserves	-	-	-	10,000
Total excl Precept	86,879	11,430	29,408	25,460
General Precept	106,593	63,035	63,035	65,000
Precept Grant - Recreation Ground	-	57,265	57,265	62,850
<b>Totals</b>	<b>193,472</b>	<b>131,730</b>	<b>149,708</b>	<b>155,310</b>
Surplus/(shortfall)	44,992	516	(10,586)	(53)

The main change in this budget is the increase in the amount requested by the Recreation Ground Committee

It also reflects the proposal next year to purchase a new multi-play equipment for the play area at Wymer Drive. This will be funded from the reserves held.

## **Street Scene**

Our service objectives in providing the service

- To provide and maintain seats, bus shelters and waste bins to a high standard whilst taking into account environmentally sound procedures
- To work with Aylsham In Bloom to provide floral features around the town
- To provide streetlighting which is as efficient as possible and to respond to reported faults in a timely manner

Aylsham has street lights provided by the County Council, the District Council and the Town Council. The vast majority (400 plus) are provided by the Town Council. The street lights cover a variety of styles installed over the years but any new or replacement lights will be energy efficient LED's. The Town Council are looking to embark on a programme of replacing all old lights with LED's and will at the same time replace any remaining concrete columns. This will take 2-3 years to complete but should have a payback period of less than 15 years.

This year the Town Council have replaced eight columns that were considered dangerous due to their age

The Town Council provides litter bins and dog waste bins. All the dog waste bins are emptied by contractors as are the waste bins in the open spaces. Waste bins in the town centre are emptied daily by Town Council staff.

The Town Council also has numerous benches throughout the town. Any new bench must comply with the Town Councils bench policy.

The Town Council also has three bus shelters, two in the town centre which are cleaned monthly and a brick shelter on Norwich Road.

The Town Council are grateful to the members of Aylsham In Bloom who provide the wonderful floral displays throughout the town.

The Town Council relies on members of the public to report any issue with any street furniture.

### **Earmarked Reserves**

The earmarked reserves for the Street Scene are £17,700

## Street Scene

<b>Expenditure</b>	<b>2017/18 Actual</b>	<b>2018/19 Budget</b>	<b>2018/19 Totals</b>	<b>2019/20 Budget</b>
Electricity	13,816	13,000	11,044	12,000
Maintenance	-	-	34	100
Repairs	24,459	14,000	19,345	25,000
Replacement Columns	9,338	15,000	21,364	5,000
Litter Bins	-	200	280	250
Bin Installation	-	-	-	-
Bus Shelters			12,500	
Street Lighting Inspections	-	1,000	3,106	3,000
<b>Totals</b>	<b>47,613</b>	<b>43,200</b>	<b>67,673</b>	<b>45,350</b>
<b>Income</b>	<b>2017/18 Actual</b>	<b>2018/19 Budget</b>	<b>2018/19 Totals</b>	<b>2019/20 Budget</b>
Replacement Columns	-	-	-	-
Litter Bins	-	-	14	-
Bus Shelters	-	-	20,000	-
Total excl Precept	-	-	20,014	-
<b>Precept - Lighting</b>	<b>37,300</b>	<b>43,200</b>	<b>43,200</b>	<b>45,350</b>
<b>Totals</b>	<b>37,300</b>	<b>43,200</b>	<b>63,214</b>	<b>45,350</b>
Surplus/(shortfall)	(10,313)	-	(4,459)	-

The figures show the grant of £20,000 to come from Norfolk County Council and the estimated expenditure of £12,500 for the new shelters.